



# IDAHO DEPARTMENT OF HEALTH & WELFARE

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## CFH ORIENTATION & CERTIFICATION PROCESS

[www.cfhdhw.idaho.gov](http://www.cfhdhw.idaho.gov)

### CFH PROVIDER QUALIFICATIONS CHECKLIST

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Phone Interview – Information gathered</li><li><input type="checkbox"/> Pay \$150.00 non-refundable application fee<ul style="list-style-type: none"><li>- Make check payable to :<br/><b>Department of Health &amp; Welfare</b></li><li>- Ask your Regional Medical Program Specialist for the address you must mail your payment to.</li></ul></li><li><input type="checkbox"/> CFH application.</li><li><input type="checkbox"/> CPR and First Aid Certification. (No online courses accepted.)</li><li><input type="checkbox"/> Assistance with Medication course certificate.<br/>(University, College, Vo-Tech)</li><li><input type="checkbox"/> Draft of care plan(s) to meet resident(s) needs.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Proof of homeowner's / renter's insurance.</li><li><input type="checkbox"/> Criminal History and Background Check<ul style="list-style-type: none"><li>- Proof of application / clearance with Criminal History Unit; <a href="https://chu.dhw.idaho.gov">https://chu.dhw.idaho.gov</a> or 1-800-340-1246.</li><li>- Employer Code <b>1104</b>. (All adults 18 and older living in the home will need a criminal history &amp; background check.)</li></ul></li><li><input type="checkbox"/> Proof of legal tie to residence; i.e. deed, mortgage, rental or lease agreement.<ul style="list-style-type: none"><li>- If you live in a manufactured home you will need proof of HUD approval.</li></ul></li></ul> |
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Please keep **ALL** documentation which will be reviewed at your **INITIAL CERTIFICATION**.

### TRAINING PROVIDED DURING CFH PROVIDER ORIENTATION

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Review of CFH rules.</li><li><input type="checkbox"/> Resident rights.</li><li><input type="checkbox"/> Emergency preparedness procedures.</li><li><input type="checkbox"/> Complaint investigations and inspection procedures.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Required home and resident records.</li><li><input type="checkbox"/> Certificate provided at completion of training.</li><li><input type="checkbox"/> Fire, life, safety, fire extinguishers, and smoke detector requirements.</li></ul> |
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### HOME CHECKLIST

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Proof of <b>passed</b> furnace inspection.</li><li><input type="checkbox"/> Environment / Sanitation Inspection. (City / sewer bill or water test and septic pumped.)</li><li><input type="checkbox"/> Proof of <b>passed</b> electrical inspection. If electric furnace / heat, needs to be indicated on electrical inspection.</li><li><input type="checkbox"/> Proof of 5 lb. extinguisher(s) for each level of the home. Receipt(s) of purchase or service completed.</li><li><input type="checkbox"/> Evacuation plan for home. Fire District letter.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Proof of landline. Bill with name, address, phone number.</li><li><input type="checkbox"/> Proof of <b>COMPLETED</b> Criminal History and Background Check(s).</li><li><input type="checkbox"/> Proof of <b>passed</b> fireplace, wood stove, and/or pellet stove inspection(s), if any are in the home.</li><li><input type="checkbox"/> Applicants completing these requirements will be contacted to schedule a home inspection / initial survey.</li></ul> |
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Completed items needed **BEFORE** home inspection / initial survey can be scheduled.